Manager- Create Position

As a Manager, you are able to Create Positions in Workday. This business process is designed to create a new position under your supervisory organization. Positions must be created before any requisition can be posted, or any worker can be hired.

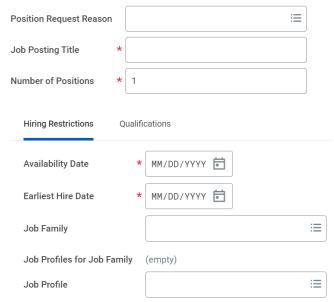
CREATE POSITION

 In the search bar, type in Create Position. Choose the Create Position Task.

Create Position

Task

- The Supervisory Organization will prefill with your information. Click OK.
- **3.** Fill in the information listed on the screen. Any fields with a red asterisk * are required.



- 4. Once the fields are completed, click **Submit**.
- This is routed to the Recruiter Partner for further review and approval.



